



**CITY OF LEON VALLEY
CITY COUNCIL REGULAR MEETING**
Leon Valley City Council Chambers
6400 El Verde Road, Leon Valley, TX 78238
Tuesday, March 15, 2022

MINUTES

6:00 PM Call to Order; Determine a Quorum is Present, Pledge of Allegiance.

Attendee Name	Organization	Title	Status
Chris Riley	City of Leon Valley	Mayor	Present
Benny Martinez	City of Leon Valley	Council Place 1	Present
Josh Stevens	City of Leon Valley	Council Place 2	Present
Jed Hefner	City of Leon Valley	Council Place 3	Present
Rey Orozco	City of Leon Valley	Council Place 4	Present
Will Bradshaw	City of Leon Valley	Mayor Pro-Tem, Council Place 5	Present

Mayor Chris Riley called the meeting to order; and asked Councilor Benny Martinez to lead the Pledge of Allegiance.

CITIZENS TO BE HEARD

None

PRESENTATIONS

Presentation, Discussion and Possible Action on Open for Business Program Update; Administered by Northwest San Antonio Chamber of Commerce and Funded by Economic & Community Development Budget (M&C # 2022-03-15-4743 W. Cox)

William Cox, Economic Development Director presented this item by introducing Rose Ryan of the Northwest San Antonio Chamber of Commerce. Ms. Ryan gave a brief presentation on the Open for Business Program which is a pilot program administered by the Northwest San Antonio Chamber of Commerce and funded out of the City of Leon Valley Economic and Community Development budget.

RESULT: PRESENTED

Presentation and Discussion on an Update on John Marshall High School Traffic Management Plan (M&C # 2022-03-15-4744 M. Moritz)

Melinda Moritz, Public Works Director presented this item.

Mayor Chris Riley read an email from Melanie Hefner while Crystal Caldera, City Manager played the video clip that was sent along with the email.

Those who spoke on this item were: Brooke Borer; John Saenz; Cynthia Kimble; Jessica Saenz; and Todd Bruning.

RESULT: PRESENTED

Presentation, Discussion, and Possible Action Regarding the 2022 Swimming Pool Fees (M&C # 2022-03-15-4710 M. Moritz)

Melinda Moritz, Public Works Director presented this item.

RESULT: PRESENTED

A motion was made by Councilor Will Bradshaw to direct staff to keep the fee schedule as presented; and to include the following as “FREE” days: the 1st Friday of the month; three holidays (Memorial Day, July 4th, and Labor Day), and one other day during the week (the lowest utilization day of the week). The motion was seconded by Councilor Jed Hefner.

RESULT: APPROVED [UNANIMOUS]
MOVER: Will Bradshaw, Mayor Pro-Tem, Council Place 5
SECONDER: Jed Hefner, Council Place 3
AYES: Benny Martinez, Josh Stevens, Jed Hefner, Rey Orozco, Will Bradshaw

Presentation, Discussion and Possible Action Regarding Needed Repairs to Aerial Platform (M&C # 2022-03-15-4749 M. Naughton)

Michael Naughton, LVFD Chief presented the item.

Staff was given direction on items options to bring back.

Those who spoke on this item were: Erick Matta

RESULT: TABLED WITHOUT OBJECTION Next: 4/5/2022 6:00 PM

Presentation, Discussion and Possible Action on the 2022 Fourth of July Event (M&C # 2022-03-15-4741 C. Miranda)

Crystal Miranda, Community Relations Director gave a brief presentation on the status of the 2022 July 4th event and received direction to move forward with planning.

Those who spoke on this item were: Drew Power; and Evan Bohl

RESULT: PRESENTED**Presentation of an Update Regarding Compliance Concerns for Vista Del Rey Apartment (M&C # 2022-03-15-4748 E. Burnside)**

Eric Burnside, LVFD Assistant Fire Chief gave a presentation to update City Council on code compliance issues at Vista Del Rey Apartments. Members of the apartment management staff were present as well and plan to work on better communication with the Leon Valley Police Department to continue with the progress that was noted in the presentation.

Councilor Rey Orozco, who serves as Council Liaison to the Citizens Police Advisory Committee, along with Erick Matta, Committee Chair, invited the apartment staff to the Citizens Police Advisory Committee Meeting that is scheduled for March 16, 2022.

Those who spoke on this item were: Evan Bohl

RESULT: PRESENTED**Presentation and Discussion on the City of Leon Valley Platting Process (M&C # 2022-03-01-4701 M. Moritz)**

Melinda Moritz, Public Works Director gave a brief presentation on the City's platting process.

RESULT: PRESENTED**ANNOUNCEMENTS BY THE MAYOR AND COUNCIL MEMBERS**

Announcements were made.

Mayor Riley asked everyone to join her in singing "Happy Birthday" to Councilor Will Bradshaw.

CITY MANAGER'S REPORT

Crystal Caldera, City Manager presented a supplemented report and informed everyone that the City Manager's report is located out on the table in the foyer as well as on the City website.

Upcoming Important Events:

- a. Regular City Council Meeting, Tuesday, April 05, 2022, at 6:00 PM, in Council Chambers.
- b. AARP Foundations Tax-Aide Services, services provided every Tuesday and Thursday. This service runs Tuesday, February 1, 2022, through Thursday, April 15, 2022, at the Leon Valley Community Center located at 6427 Evers Road.
- c. Last day to Register to Vote in the May Election, Thursday, April 07, 2022.

- d. City-Wide Garage Sale, Saturday, May 14, 2022, from 8:00 AM to 6:00 PM.
- e. Big Rig Petting Zoo, Friday, June 03, 2022, from 10:30 AM to 12:00 PM, at the Leon Valley Community Center/Conference Center Parking Lot.
- f. Miscellaneous other events and announcements.

RESULT: PRESENTED

CONSENT AGENDA

Mayor Chris Riley asked members of City Council if any of them wanted to pull any of the items on the Consent Agenda.

Councilor Benny Martinez requested to pull Consent Agenda Item 6.5 to discuss; and Councilor Jed Hefner requested Consent Agenda Item 6.6 be pulled to amend.

A motion was made by Councilor Rey Orozco to approve Consent Agenda Items 6.1, 6.2, 6.3, and 6.4 as presented. The motion was seconded by Councilor Benny Martinez.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rey Orozco, Council Place 4
SECONDER: Benny Martinez, Council Place 1
AYES: Benny Martinez, Josh Stevens, Jed Hefner, Rey Orozco, Will
 Bradshaw

Consideration of the Following City Council Minutes:

- a. **Regular Meeting- March 1, 2022 6:00 PM**

Acceptance of the Following Board, Committee, and Commission Minutes: (M&C # 2022-03-15-4739)

- a. **01-24-2022 Tree Advisory Committee Minutes**

Discussion and Possible Action on an Ordinance Granting Specific Use Permit 2022-04 for the Construction of an Accessory Dwelling Unit, to be located at 7705 Linkview, Being Lot 49, Block J, CB 446A, Linkwood Addition Subdivision (1st Reading and Public Hearing was Held on 03-01-2022) (M&C # 2022-03-15-22 4683 M. Moritz)

Discussion and Possible Action on an Ordinance of the City of Leon Valley Accepting Grant Funds from American Rescue Plan: Humanities Grants for Libraries and Amending the General Budget of the City of Leon Valley, Texas Municipal Budget for the Fiscal Year 2021-2022 in the Amount of \$10,000 to Provide Funding for the Leon Valley Public Library to Improve and Increase Access to the library's archive (1st Read was Held on 03-01-2022) (M&C #2022-03-15-4682 R. Reed)

REGULAR AGENDA**Presentation of the Monthly Financial Report for the Month Ending February 28, 2022 - *Item Removed from Consent* (M&C # 2022-02-15-4742 K. Rule)**

Kevin Rule, Finance Director presented the Monthly Financial Report ending February 28, 2022 and answered questions from the City Council.

RESULT: PRESENTED

A motion was made by Councilor Jed Hefner to approve the report as presented. The motion was seconded by Councilor Benny Martinez.

RESULT: APPROVED [UNANIMOUS]
MOVER: Jed Hefner, Council Place 3
SECONDER: Benny Martinez, Council Place 1
AYES: Martinez, Stevens, Hefner, Orozco, Bradshaw

Presentation and Approval of Councilor Hefner's Excused Absences for April 5, 2022, May 17, 2022 and June 17, 2022 City Council Meetings as Provided in the Charter Section 3.08, Subsection B, Part 3. - *Item Removed from Consent* (M&C # 2022-03-15-4752)

Councilor Jed Hefner amended the previously requested dates that he would like to be excused from meetings to be April 05, 2022, May 03, 2022, May 17, 2022 and June 07, 2022.

Councilor Hefner added that it is his intent that although he will not be physically at the meeting, his intent is to be remotely present at those meetings if staff is able to get that technology worked out.

RESULT: PRESENTED

A motion was made by Councilor Josh Stevens to excuse Councilor Jed Hefner for the dates requested. The motion was seconded by Councilor Rey Orozco.

RESULT: APPROVED [4 TO 0]
MOVER: Josh Stevens, Council Place 2
SECONDER: Rey Orozco, Council Place 4
AYES: Martinez, Stevens, Orozco, Bradshaw
ABSTAIN: Hefner

Presentation, Discussion and Possible Action on Updates to the Leon Valley Public Library Policy Manual (M&C # 2022-03-15-4738 R. Reed)

Regina Reed, Library Director presented a proposed updated Library Policy Manual as approved by the Library Board of Trustees.

A motion was made by Councilor Benny Martinez to approve the updated Library Policy Manual as presented. The motion was seconded by Councilor Josh Stevens.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Benny Martinez, Council Place 1
SECONDER:	Josh Stevens, Council Place 2
AYES:	Martinez, Stevens, Hefner, Orozco, Bradshaw

Discussion and Possible Action on Amending Ordinance No. 16-020, The Acceptance Of Credit Cards for Payment of Fees, Fines, Court Costs and Other Charges; Providing for a Processing Fee for Credit Card Payment of All Credit Card Transactions to Include Municipal Court Related Fees, Fines, Court Costs and Other Charges; Providing for a Service Charge If Payment by Credit Card Is Not Honored; Providing for Severability, Cumulative and Saving Clause; Providing an Effective Date and Ordaining Other Matters Related to the Foregoing (1st Read was Held on 3-15-2022) (M&C # 2022-04-05-4708 K. Rule)

Kevin Rule, Finance Director presented this item as requested by City Council in order to amend Ordinance number 16-020 and change the credit card processing fee from 5% on municipal court related fees, fines, court costs to 2% on all transactions that are by credit card, debit card and other electronic means, except for utility payment paid by ACH and auto pay.

This is a first read of the ordinance. A second read will be held at the next regularly scheduled City Council meeting.

RESULT:	TABLED WITHOUT OBJECTION	Next: 4/5/2022 6:00 PM
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Presentation and Discussion on an Ordinance of the City Council of the City of Leon Valley, Texas, Approving the City Manager's Appointment of the Law Firm of Messer, Fort, & McDonald to Provide Legal Services as City Attorney, City Prosecutor, and Designating a City Attorney (1st Read as Required by City Charter) (M&C # 2022-04-05-4753 C. Caldera)

Crystal Caldera, City Manager presented this item.

City Manager Caldera is recommending Messer, Fort, & McDonald as the City's law firm with Nicole Warren will be the City Attorney. The Firm will designate the Municipal Court Prosecutor.

City Manager Caldera recommends Messer, Fort, & McDonald as the City's law firm and requests Council's approval.

This is a first read of the ordinance. A second read will be held at the next regularly scheduled City Council meeting.

RESULT: TABLED WITHOUT OBJECTION**Next: 4/5/2022 6:00 PM****CITIZENS TO BE HEARD**

Those who spoke at this time were: Evan Bohl; and Erick Matta

Mayor Chris Riley read an email that was submitted by: Tina Chasan

City Attorney Roxana Stephens thanked the City Council and citizens for allowing their firm the opportunity to serve them and wished them well moving forward.

REQUESTS FROM MEMBERS OF CITY COUNCIL TO ADD ITEMS TO FUTURE AGENDAS**Attachment: (M&C # 2022-03-15-4754)**


City Manager Caldera presented the "pipeline" and members of City Council reviewed, prioritized and added to it.

RESULT: PRESENTED**ADJOURNMENT**

Mayor Riley announced that the meeting adjourned at 10:00 PM.

These minutes approved by the Leon Valley City Council on the 20th of April, 2022.

APPROVED


CHRIS RILEY
MAYOR

ATTEST: 
SAUNDRA PASSAILAIGUE, TRMC
CITY SECRETARY



On March 23, 2021, the Leon Valley City Council unanimously voted to adopt Ordinance No. 2021-13, amending the Leon Valley Code of Ordinance, Section 1.04.001 (d) (2) saying that “All written comments shall be included in the meeting minutes.”

The Presiding Chair, the Mayor, has sole discretion on the appropriateness of which comments are and are not allowed.

The following comments have been reviewed and approved as “appropriate” to be included in the March 15, 2022 Leon Valley Regular City Council Meeting Minutes by Mayor Chris Riley.

From: [Melanie Hefner](#)
To: [Crystal Caldera](#); [Citizens to be heard](#)
Subject: John Marshall traffic plan
Date: Tuesday, March 15, 2022 5:03:25 PM
Attachments: [Video.MOV](#)
[ATT00001.htm](#)

Please play the attached clip and read the following during agenda item 3.2
This is in relation to the traffic plan for John Marshall HS.
Thank you,
Melanie Hefner

When considering the traffic plan for John Marshall, please consider more than just the actual school. Instead, please consider the impact that this would have on the surrounding areas; neighborhoods, communities, kids, etc. I was outside chatting with my daughter for no more than five minutes when I witnessed this car leaving Marshall plow through the intersection of Thunderbird and Stebbins (please play the attached video for the council).

Unfortunately, this is not a rare occurrence. We frequently (multiple times a day) have cars coming from the John Marshall area that either slow for an instant and then speed up or don't even slow at all and completely dismiss the stop sign.

I have three young children that love to be outdoors and to play in our yard. I am not only concerned for their safety, but also for the safety of neighbors out walking their dogs, children riding their bikes, even people simply walking to their mailboxes to get their mail.

We are dealing with these types of problems in our neighborhood already, but creating an (even easier) thoroughfare from Eckhert to Huebner would do a huge disservice to the residents in Monte Robles.

Thank you for your time,
Melanie Hefner
LV resident

From: [Tina Chasan](#)
To: [Citizens to be heard](#)
Subject: Grateful thanks
Date: Tuesday, March 15, 2022 5:50:39 PM

Not being able to be at city council since the pandemic started , I watch from home every city council meeting. I would like to take this opportunity to thank the duly elected city council, Mayor and our new city manager Dr Crystal Caldera In leading us forward to a better more efficient government that works for all of the citizens of Leon Valley. Finally we seem to be getting the city business addressed in a positive light.

I did appreciate watching the interviews conducted by the council of the finalists for the city attorneys. And after viewing the agenda I agree whole heartedly with our city manager's choice of the city's attorney group.

I have lived in Leon Valley for over 50 years and I am proud to say that I live in Leon Valley. I look forward to seeing the direction where our current council , city manager and mayor take our city to make it once again a prosperous safe caring community. You guys have done great so far! Keep up the good work.

Respectfully

Tina Chasan

Forest ridge/ Canterfield